

**Division of Credit Unions
Department of Financial Institutions
State of Washington
P.O. Box 41200
Olympia, WA 98504-1200**

DIRECTOR AND OFFICER QUESTIONNAIRE

Credit Union

“As of” Examination Date

Please:

1. Complete this Questionnaire and return it to the Examiner-in Charge (EIC) upon commencement of the examination.
2. Provide information as of the examination date noted above. If there are subsequent material changes in the information provided, notify the EIC.
3. If a request is not applicable, insert the word “none.”
4. Use attachments, initialed and sequentially numbered on each page, if space is inadequate.

This Questionnaire must be signed and dated by the Board Chairperson and the President/Manager of the Credit Union.

Thank you for taking the time to provide this information to the Division of Credit Unions (DCU).

This information is the property of the Division of Credit Unions and is received from the credit union for our confidential use.

Under no circumstances may any recipient of this examination information use, disclose, or make it public except as authorized relating to credit union regulation. The law provides penalties for unauthorized use or disclosure of any such information, which is not otherwise publicly available. If any subpoena or other legal process is received calling for the production of such information, you should notify the DCU immediately.

Director & Officer Questionnaire

Page 2

EIC _____

Exam As Of Date: _____

A. CREDIT UNION INFORMATION

Credit Union Name: _____

Street Address: _____

City, St, & Zip: _____

Fax No. _____

Mailing Address

(If different): _____

Admin/Office

Hours: _____

NCUA Certificate No: _____

Phone No: _____

Toll Free Phone No: _____

Web Address: _____

E-mail Address: _____

Phone No.

(Before/after hours) : _____

B. CHAIRPERSONS AND MANAGING OFFICER

(Include city and zip code in the address)

Board Chair Name: _____

Address: _____

City, St, & Zip: _____

Work Phone No.: _____

Home Phone No.: _____

Term Expires _____

Supervisory Chair

Name: _____

Address: _____

City, St, & Zip: _____

Work Phone No.: _____

Home Phone No.: _____

Term Expires _____

Pres./Manager

Name: _____

Address: _____

City, St, & Zip: _____

Work Phone No.: _____

Home Phone No.: _____

E-mail Address: _____

Board Member Name: _____

Address: _____

City, St, & Zip: _____

Work Phone No.: _____

Home Phone No.: _____

Term Expires _____

Board Member Name: _____

Address: _____

City, St, & Zip: _____

Work Phone No.: _____

Home Phone No.: _____

Term Expires _____

Director & Officer Questionnaire

Page 3

Board Member Name: _____
Address: _____
City, St, & Zip: _____

Work Phone No.: _____
Home Phone No.: _____
Term Expires _____

Board Member Name: _____
Address: _____
City, St, & Zip: _____

Work Phone No.: _____
Home Phone No.: _____
Term Expires _____

Board Member Name: _____
Address: _____
City, St, & Zip: _____

Work Phone No.: _____
Home Phone No.: _____
Term Expires _____

Board Member Name: _____
Address: _____
City, St, & Zip: _____

Work Phone No.: _____
Home Phone No.: _____
Term Expires _____

Board Member Name: _____
Address: _____
City, St, & Zip: _____

Work Phone No.: _____
Home Phone No.: _____
Term Expires _____

Board Member Name: _____
Address: _____
City, St, & Zip: _____

Work Phone No.: _____
Home Phone No.: _____
Term Expires _____

Board Member Name: _____
Address: _____
City, St, & Zip: _____

Work Phone No.: _____
Home Phone No.: _____
Term Expires _____

Board Member Name: _____
Address: _____
City, St, & Zip: _____

Work Phone No.: _____
Home Phone No.: _____
Term Expires _____

Board Member Name: _____
Address: _____
City, St, & Zip: _____

Work Phone No.: _____
Home Phone No.: _____
Term Expires _____

C. BRANCH OFFICE ADDRESSES:

_____	_____
_____	_____

D. CREDIT UNION DATA

1. Are any lawsuits pending or anticipated in which the Credit Union is (will be) named as defendant, other than ordinary collections?

Yes	No

If so, please explain.

2. Are copies of important documents such as trial balances and/or computer backups stored off-site?

--	--

Storage site: _____

3. Does the Credit Union follow GAAP (generally accepted accounting principles)?

--	--

If not, please explain.

4. Attach a list of each material asset that, in the opinion of management, has a security or collectible value less than net book value. Examples would be of significant fixed assets or OREO's.

Give any estimates (including the basis thereof) of the current value of each such asset.

E. OPERATIONAL MANAGEMENT

Policies and Procedures

5. Does the Board review the all of the Credit Union's written policies at least annually to ensure the policies stay current?

If not, which policies are reviewed annually?

Yes	No

List the name(s) of the credit union employees primarily responsible for regular review of the following reports:

- Paid Ahead Loans _____
- Dormant/Inactive Accounts _____
- Daily Exceptions _____
- Accrued Interest > Loan Payment _____
- Loan File Maintenance _____
- Share File Maintenance _____
- Wire Transfer Activity _____

6. List the name(s) of Credit Union employees primarily responsible for compliance with the following laws:

- Regulation B, Equal Credit Opportunity _____
- Fair Housing (24 CFR 107) _____
- Regulation C, Home Mortgage Disclosure _____
- Regulation CC, Expedited Funds Availability _____
- Regulation D, Reserve Requirements _____
- Regulation DD, Truth-in-Savings _____
- Regulation E, Electronic Funds Transfer _____
- Regulation Z, Truth-in-Lending _____
- Currency Transactions Reporting (Bank Secrecy) _____
- HUD Regulation X, RESPA _____
- Flood Disaster Protection Act _____
- Member Business Loans (State and Federal) _____
- Security & Criminal Reporting (NCUA Part 748) _____

Investments

7. Are investment documents under the control of:

- A third-party safekeeping institution?
- A broker?
- Other?
- A Credit Union officer or other employee?

Yes	No	n/a
-----	----	-----

8. If investment documents are under the control of a third party safekeeping institution or broker:

- Does the Credit Union receive safekeeping receipts?
- Does the Credit Union receive monthly statements?
- Has the Board or executive committee authorized the use of the safekeeping institution or broker in the investment policy?

9. Are purchase confirmations compared to the actual securities or safekeeping receipts for the securities to ensure that securities purchased are identical to securities received?

Yes	No	n/a

10. Attach or describe the procedures used to evaluate the creditworthiness of depository institutions, especially where the Credit Union places its funds through brokers.

Borrowed Money

11. Has the Board approved all current or past borrowings?

--	--	--

12. List any line of credit which the Credit Union currently has established at other financial institutions:

Institution	Limitation	Rate	Renewal Date	Outstanding Balance	Date of Board Approval

13. List any deposits the Credit Union has acquired through brokers:

Institution	Rate	Expiration Date	Outstanding Balance

14. Total amount of shares or deposits from other financial institutions, held at the Credit Union but not acquired through brokers:

F. SUPERVISORY COMMITTEE

15. Has the Supervisory Committee (S/C) made or caused to be made an audit of the Credit Union in compliance with Sections 715.6 or 715.7 of NCUA rules?

Yes	No

Effective date of latest S/C Audit: _____

16. Has the Supervisory Committee made or caused to be made an independent direct verification of members' account balances within the past 24 months in compliance with Section 715.8(a) of NCUA rules?

--	--

Effective date of Latest Verification: _____

Were all of the members verified?

If not, how did the S/C choose the accounts to verify?

--	--

17. Does the Board formally review Supervisory Committee audit reports, and formally act upon those issues demonstrating a need for corrective action?

--	--

Director & Officer Questionnaire

Page 8

18. Does the Board formally review DCU and NCUA examination reports and insurance risk management reports, and formally act upon those issues demonstrating a need for corrective action?

--	--

19. Since the preceding examination made by the DCU, has any crime, robbery, or act of dishonesty been committed, attempted, or suspected?

--	--

If so, please explain and state whether or not notice was given to the DCU, NCUA, FBI, the bond carrier, and the appropriate law enforcement agency in the form of a Suspicious Activity Report (SAR).

20. Have any share, deposit or loan accounts of directors, officers, employees, and their family members and affiliates, been charged off, become delinquent, received extensions, been overdrawn, exceeded their credit limit, or otherwise been in violation of contractual terms? Attach a narrative description of each occurrence.

--	--

G. BOARD OF DIRECTORS

21. Does any member of Senior Management have a management contract with the Credit Union?

Yes	No	n/a

If so, please provide a copy to the EIC.

22. Does the term of the contract exceed 3 years (excluding possible renewals or extensions)?

--	--	--

23. Does the Credit Union have key person insurance policies with senior management, the proceeds of which insure exclusively to the benefit of the Credit Union?

--	--

--	--	--

24. Do the Board minutes reflect whether director absences are excused or unexcused?

--	--

Director & Officer Questionnaire

Page 9

25. List the names of director(s) with four unexcused absences in any 12-month period since the preceding examination.

Did these directors stop participating on the Board in compliance with RCW 31.12.235(2)? Provide supporting documentation.

--	--

26. If the Credit Union has invested in or made a loan to a credit union service organization (CUSO), is the investment/loan within the limits of RCW 31.12.436(8)?

--	--	--

Amount of investment: \$_____

Amount of loan: \$_____

Yes	No	n/a
-----	----	-----

27. Since the previous examination, has any director, Supervisory or Credit Committee member, officer, or employee, or their family members or affiliates:

- A. Received any type of commission, remuneration, or consideration (including dividends or other distribution to owners) from any firm doing or soliciting business with the Credit Union?

--	--	--

If so, has the Board been notified?

--	--	--

- B. Had any dealings with the Credit Union that would be construed as preferential treatment?

--	--	--

- C. Received any of the proceeds of, or compensation in connection with, a loan granted by the Credit Union, other than the proceeds of loans on which they are the borrower?

--	--	--

If so, please give full details.

30. Does the Credit Union have a written code of ethics or ethics policy?

If so, do all officers and employees receive and sign a copy?

If not, please explain.

31. Since the previous examination, has any claim been filed under the fidelity bond?

--	--

If so, please provide a copy to the EIC.

32. Since the previous examination, are you aware that anyone connected with the Credit Union misapplied or misused any funds or valuables of the Credit Union, whether willfully or otherwise?

--	--

33. Provide a list of any employees or members of the Board or Supervisory Committee that are related by marriage or immediate family relationship.
34. Are all credit union officer, employee, Board and Supervisory Committee (insider) loans specifically identified as such in the Credit Union's database?
35. Attach a list of all changes to the field of membership approved by the Board of Directors since the previous full examination.
36. Marketing & growth plans:
- A) A description of the credit union's overall growth strategy for the near future, including where and how the credit union plans:
 - i) For the bulk of its membership growth to occur,
 - ii) To provide the majority of its services and products,
 - iii) To target its marketing efforts,
 - B) A general description of the credit union's planned new product and service offerings, and
 - C) Provide a list of relevant documents (such as business plans, strategic goals, mission statements, etc.) that detail the credit union's future growth plans. eg. Budget, 3-year strategic plan, fixed asset expansion plan, and electronic banking expansion plans.

H. FIDELITY BOND & INSURANCE INFORMATION

Fidelity Bond

Carrier Name: _____

Type of Bond (Form No., etc.): _____

Period Covered: From: _____ To: _____

Amount of Single Loss
Limit Coverage: _____

Directors & Officers Liability Insurance

Carrier Name: _____

Period Covered: From: _____ To: _____

Amount of Coverage: _____

VSI Coverage

Carrier Name: _____

Types of Coverage: Auto ☐ Household ☐ Chattel ☐

Member pay: Yes ☐ No ☐

Amount of Coverage: _____

I. SHARE, DEPOSIT, AND LOAN ACCOUNTS OF INSIDERS

A. Please provide the information requested below for:

- ✧ Directors
- ✧ Supervisory Committee members
- ✧ Credit Committee Members
- ✧ The following senior officers, or their functional equivalents: president/manager, chief operating officer, chief financial officer, chief investment officer, and chief lending officer.
- ✧ Spouses, domestic partners, and children of the above persons.

Include information on all accounts in the individual's name as well as any accounts in which he/she has an interest (such as being a joint owner, co-maker, guarantor, trustee, or otherwise having access to or control over the account).

B. Requested information:

Name

Title or relationship

Account numbers:

Shares and deposits (all types)

Loans:

Amount owed

Interest paid-to date

J. SENIOR OFFICER COMPENSATION

Please complete the chart below. The term “senior officer” includes the following officers or their functional equivalents: president/manager, chief operating officer (COO), chief financial officer (CFO), chief investment officer (CIO), and chief lending officer (CLO). Attach a copy of any employment contracts between the credit union and these officers.

Name	Title	Current Year Salary	Current Year Bonus	Current Yr Gains Sharing	Prior Year Salary	Prior Year Bonus	Prior Year Gains Sharing
	President/Mgr.						
	COO						
	CFO						
	CIO						
	CLO						

Certification

Each of the undersigned certifies that the foregoing information and statements, including any attached pages, are accurate and complete, to the best of his or her knowledge.

Date

Signature of Board Chairperson

Date

Signature of President/Manager